

OFFICE OF THE SECRETARY

Frederick W. Puddester, *Secretary
of Budget & Management*

45 Calvert St.
Annapolis, MD 21401 (410) 974-2114

Appointed by the Governor with Senate advice and consent, the Secretary of Budget and Management supervises the Department. The Secretary is the Governor's principal adviser in fiscal matters. The Secretary also prepares the Department's portion of the agenda for Board of Public Works meetings (Code State Finance and Procurement Article, secs. 3-201 through 3-206).

The Secretary is a member of the Governor's Executive Council; the Governor's Subcabinet for Children, Youth, and Families; and the Governor's Council on Adolescent Pregnancy. The Secretary also serves on the Board of Revenue Estimates; the Capital Debt Affordability Committee; the Procurement Advisory Council; the State Employees' Health Insurance Advisory Council; the Pricing and Selection Committee for Rehabilitation and Employment Programs; the Commission on Correctional Standards; the State Use Industries Advisory Committee; the Asbestos Oversight Committee; the State Information Technology Board; the Board of Trustees of the State Retirement and Pension System; the Interagency Economic Growth, Resource Protection, and Planning Committee; and the Interdepartmental Advisory Committee for Minority Affairs.

POLICY & PUBLIC AFFAIRS

Vacancy, *Assistant Secretary for Policy
& Public Affairs*
(410) 974-2115

DIVISION OF ADMINISTRATION

John J. Pirro, Jr., *Director*

45 Calvert St.
Annapolis, MD 21401 (410) 974-2116

The Division of Administration oversees internal fiscal operations of the Department, verifies budget requests and amendments, and maintains master control ledgers of State employee positions. The Division prints the Maryland State Budget (known as the *State Budget Book*) as proposed by the Governor to the General Assembly, and related publications. It also prepares the Statewide Cost Allocation Plan that is filed with the federal government to obtain reimbursements for the cost of indirect State services that benefit federally funded programs (Code 1957, Art. 19, secs. 43-46; State Finance and Procurement Article, secs. 3-201 through 3-206, 7-101 through 7-121).

FISCAL CENTRAL COLLECTION UNIT

John E. Hand, *Administrator*

300 West Preston St.
Baltimore, MD 21201 (410) 767-1200

The Fiscal Central Collection Unit started as the Central Collection Unit and received its present name in 1996. The Unit is responsible for the collection of delinquent accounts owed to the State. If an initial collection attempt is unsuccessful, a State agency refers unsettled debts to the Unit. Such debts may be student loans, tuition, and fees; public assistance and food stamp overpayments; restitution for damage to State property; workmen's compensation premiums; reimbursement for institutional care; and payment for goods and services provided by the State (Code State Finance and Procurement Article, secs. 3-302 through 3-305).

DIVISION OF MANAGEMENT ANALYSIS & AUDITS

John C. DuChes, *Director*

45 Calvert St.
Annapolis, MD 21401 (410) 974-2191

The Division of Management Analysis and Audits conducts management studies, performance audits, and program analyses of State agencies and programs. It oversees the Council on Management and Productivity, the State Travel Management Office and the State Fleet Management Office. In addition, the Division provides technical assistance to State agencies in management, planning, program evaluation, and systems development (Code State Finance and Procurement Article, secs. 3-501 through 3-503, 7-101 through 7-121).

COUNCIL ON MANAGEMENT & PRODUCTIVITY

Robert F. Dashiell, Esq., *Chair*
Deborah A. Photiadis, *Executive Director*
(410) 974-5028

The Council on Management and Productivity began as the Governor's Council on Management and Productivity: A Public-Private Enterprise, established by the Governor in May 1995 (Executive Orders 01.01.1995.12/ 23). The Council was reorganized in 1996 under its present name within the Department of Budget and Management (Chapter 171, Acts of 1996).

From the business community, nonprofit organizations, government entities, and the public, the Council seeks innovative ways for the State to use its resources efficiently. The Council evaluates the structure and management of State government and recommends public-private alternatives for the administration of State programs and for the management and ownership of State real property assets. The Council also examines government contracting policies and procedures. The Council's